

## **Agenda Item V.3.**

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### **Attachment 2:**

**Successor Agency Administrative Budget for the period  
from July 1, 2014 through June 30, 2015**

2/10/2014

Successor Agency to  
West Hollywood Community Development Commission  
Administrative Budget No. 6  
July 2014 - June 2015

Account Title	Fiscal Year	Fiscal Year Amount	Payment Source
Wages & Fringes	2015	195,740	Administrative Allowance
Allocated Overhead	2015	7,671	Administrative Allowance
Staffing Costs	2015	5,000	Administrative Allowance
Supplies	2015	250	Administrative Allowance
Professional Services	2015	2,000	Administrative Allowance
Contract Services	2015	1,000	Administrative Allowance
Legal Services	2015	37,000	Administrative Allowance
Oversight Board Costs	2015	460	Administrative Allowance
Licenses & Property Taxes	2015	879	Administrative Allowance
Total Admin Costs		250,000	

## **Administrative Budget No. 6 - Cost Detail**

**Item 1: Wages and Fringe Benefits** – Includes a portion of the wages and benefits for the City employees who perform Successor Agency tasks. The following table shows the employees that are included, and the percentage of their salaries.

<b>Employee</b>	<b>Title</b>	<b>Percentage of Salary</b>
John Leonard	Senior Management Analyst	30%
David Wilson	Director of Finance	15%
Beth Rosen	Info Tech Management Analyst	15%
Paul Arevalo	City Manager/Executive Director	10%
Lorena Quijano	Accounting Manager	8%
Vacant/To Be Filled	Revenue Manager	5%
Vacant/To Be Filled	Assistant City Clerk	5%

**Item 2: Allocated Overhead Costs** – Includes a percentage of the general City overhead costs, including postage, office supplies, janitorial services/housekeeping, utilities, telephone, computer systems, copier lease, building rent, building maintenance, and building security. The dollar amount shown is based on the percentage of employees working for the Successor Agency.

**Item 3: Staffing Costs** – Includes any expenses for travel related to Successor Agency business (for example, meet and confer sessions) and registration costs for trainings on post-redevelopment procedures.

**Item 4: Supplies** – Includes the cost of any materials outside of the normal allocated expenses included in Item 2.

**Items 5 and 6: Professional and Contract Services** – Includes any contract or professional services for the successor agency. For example, prior costs have included appraisals, audits, and redevelopment dissolution advisory services.

**Item 7: Legal Services** – Includes the charges from the City Attorney for successor agency related work and legal service charges from the law firm representing the City in the LAUSD pass-through payment court case.

**Item 8: Oversight Board Costs** – Includes various charges related to Oversight Board meetings, including room rental.

**Item 9: Licenses & Property Taxes** – Includes property tax amounts for Successor Agency owned property. The Successor Agency is not required to pay general property taxes; however, the Successor Agency is required to pay special tax overrides, such as the sewer district assessment fee, landscape and lighting assessment district fee, and the street maintenance assessment.

*\* The dollar figures shown in the administrative budget are estimates of the costs within each administrative category. The dissolution legislation requires that the Successor Agency provide estimated administrative costs for each six month period, but does not require the Successor Agency to adhere to the budgeted amount for each line item. The Successor Agency will not exceed the administrative cost allowance of \$250,000 for the fiscal-year; however, the actual costs for each line item may differ from the budgeted amounts.*